G. R. S. IX-5]

Previous references.

File No. 44-16

1916.

Serial Nos. Notes

(Gen mis)

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for December 16

SUBJECT.

Tentatively sanctioning the opening of a new section (of correspondence) "Post and Telegraphs" in Branch 14. ~~Post Telegraph~~ of the General and Revenue Secretariat.

W D 88—GPB—50,000—24-7-16

G.R.S. 11] 1916.-17

GENERAL AND REVENUE SECRETARIAT.

(G. & R.)

NOTES.

File No. 44-16

FILE HEADING.

Addenda & Corrigenda to the Office Manual of the General and Revenue Secretariat.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-12

P. T. 6

(E-Or-44—16

(2

7th 670 q/16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

only five files which one is transferred with a draft & the two are to be considered with the general question -

A large number of files regarding the development of Postal and Telegraph facilities in the State, which were being hitherto dealt with, in Branch V, is now being sent to Branch II for being dealt with. The subject is quite unfamiliar to Branch II, and there is no hand in the Branch who can do this work with ease and facility.

2 Besides, it has been already brought to notice, that the existing number of Hands is quite insufficient to cope with the existing work of the branch. As the questions now sent up are important,

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G. Gen. 44 — 16

(3

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I respectfully beg that one of the hands that was attending to such questions may be immediately ordered to be transferred to Br. II at least for some time to come.

3 The correspondence regarding Postal and Telegraph facilities cannot be tacked on to any of the sections of Br. II. A new section will have to be formed, and a new file register opened for the purpose.

4 As I have no idea of the amount of correspondence on the subject, I cannot say whether a hand will be kept fully engaged on this work alone. At any rate,

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G. Gen. 44—16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

a hand will have to be allotted solely for this work, at least for some months to come.

5 As the matter is urgent, I beg that early orders may be passed—

Subd to Repr. ~~through~~ ~~etc~~ ~~[illegible]~~. 6 Ltr for remarks & reply.

Rn. 11/12

BBM 9.12.16

Please see separate routine note herewith.

VB 12.12.16.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

15

G-8n 44 — 16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

~~The Post & Telegraph files~~

8 The questions relating to the Postal & Telegraph facilities were worked up in Branch V by the clerk entrusted with the Residency correspondence. There is hardly any work for one clerk in particular. In a year the number of cases will not be more concerning these questions ~~is about~~ than twenty or so.

9 No clerk can be spared from this Branch V for this work as the Branch X is already hard pressed with over work. Submitted

12.12.16.

10. Under the circumstances no case has been made out for the transfer of a hand from Br. V.

11 Supt. V will please submit proposals very early as to whether a new section has to be formed or whether the same may not be brought under any of the existing sections.

12/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-15

6

G – Gen. 44 — 16

22 670

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please discuss with the Comptroller

RK
12/12

Govt. 626-16 Cl 16.12.16.

Subd to Rep

12 As already stated in para 3 above a new section "Posts and Telegraphic facilities in the State" ~~will~~ or merely "Posts and Telegraphs" will have to be formed, as the correspondence cannot be admitted into any of the existing sections

RBN
12/12/16

13 It does not appear to be expedient to have a separate section for 'Posts & Telegraphs' with its separate file register. The section 'Census' in Rule 2, II (iv) of the office Manual may be altered into 'Financial Miscellaneous' (F. Misc.) and made to comprise Census, Posts, Telegraphs &c. for favour of remarks.

RK.
13/12/16

Asst Secy II

14 I have no objection & suggest that Financial Miscellaneous would not convey the idea that the head includes Census, Post offices or Telegraphs –

RK
14/12

15 Put up draft amendments to Off. Manl. RK 15/12

Cash Secy

Secy)

GEN. & REV. SECRETARIAT.
CASH SEC.
15 DEC. 1916

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

(7

m 626-16.

G. R. S. 12]

General and Revenue Secretariat.

G.Br. File No. 444 of 1916.-17

Serial No.	
16	Draft as per paragraphs 13 & 14 put up and submd. for approval. Through Under Secy to Govt.
	G.Br. 20/12/16 — 21/12 — 17 — Br. 22/12
	P.S. Orders 23/12 — Gen. Secy 26 — A new Section may be opened for Experimentals / — Post & Telegraphs — U/22/12/16
	Orders 27/12
	19) Branch A for note & return — Br. 27/12
	Circulated for Part II.
	20) Subd. for information — Br. 27/12 — 18 — 27-12-16.
	21) Subd. to Regr. as per orders above. A new file register has been opened. — Br. 4.1.17
	22) This will now be recorded formally and kept in the Registrar's almyrah for Submt — G.Br. 24/1/17 — Br. 4/1/17.

GEN. & REV. SECRETARIAT. II FINANCIAL 27 DEC 1916

GEN. & REV. SECRETARIAT. CASH SEC. JAN. 1917

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. Con 44 - 16 - 8.

Draft not approved

Addenda & Corrigenda to the Gen: & Rev: Secretariat Office Manual

Revised Edition.

No. 3, dated

Page 2, Rule 2 :— Substitute the following for the sub-head (v) of Clause II

"(v) ~~Financial~~ Miscellaneous, comprising the following :—

(a) Census

(b) Posts and Telegraph Offices ✓

(c) All matters, not falling under any of the specified heads of correspondence of Branch II.

By Order

(Draft) U/22/12/16 Comptroller & Controller, Central Expenditure.

S.Dr. 20/12/16. 21/12 22/12